



# Prairie City School District

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P.O. Box 345 • 740 Overholt Street • Prairie City, Oregon 97869 • (844) 820-3314

**Title:** Farm to School Coordinator

**Reports To:** Ag Teacher

**Salary:** \$20.38/ hour – 23.55/ hour

## **JOB DEFINITION:**

Farm to School Coordinator will be responsible for all gardening, livestock and agriculture projects. He/she will also manage educational activities into the elementary grades, in conjunction to the existing agriculture, food, and natural resource program in the middle and high school. This is a full-time position for a 260-day contract Monday through Thursday, 8 hours /day, Friday: 4 hours, and Saturday/Sunday: 2 hours/ day when needed. The Ag teacher will be the teacher-of-record for this position.

## **ESSENTIAL JOB FUNCTIONS:**

1. Teach lessons in grades K-6 classrooms.
2. Manage gardens and livestock.
3. Coordinate weekend volunteers and students to care for facilities on weekends and holidays.
4. Assists with the preparation of instructional materials by using copiers, computers, media equipment, and resource materials.
5. Assists students in their understanding of instructional concepts by reemphasizing the basic elements of teacher directed activities with those students needing additional and repetitive assistance
6. Assists with the general supervision of students both inside and outside of the classroom.
7. Make sure all equipment, feed, animals, etc. are put away and tidy, including the barn area.
8. Fulfills other related duties as assigned.
9. Fulfills performance standards identified in the evaluation process as required by the position.
10. Fulfills working conditions and physical effort listed below.

## **WORKING CONDITIONS:**

The employee may work with small groups of students, learning disabled, emotionally disturbed and/or culturally different. Supervision responsibilities require the employee to be able to stand for up to 30 consecutive minutes and move rapidly to intervene in situations where a student's safety is being jeopardized. The supervision may also occur during times of inclement weather. The employee needs to be able to lift materials, boxes or equipment weighing up to 30 pounds and / or maneuver up to 50 pounds.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

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**Knowledge:**

- Teaching methods and procedures.
- Record keeping systems.
- Instructional materials and their uses.
- Students' behavior and methods to assure proper conduct.
- Safety practices.
- Broad knowledge and experience with animals, produce and gardens.
- Knowledge of learning styles and methods to support them

**Skills & Abilities:**

**Possess the physical ability to regularly attend work and fulfill the essential functions of the position, with or without reasonable accommodation.**

- Be coachable.
- Read, understand and carry out oral and written instructions.
- Learn to operate computers and other equipment used in the work, as required by the position.
- Accurately transfer, record and convey information, and materials as required by the position.
- Train and supervise student helpers.
- Adhere to the district's requirements for a drug-free workplace.

**EDUCATION AND EXPERIENCE:**

High school diploma or equivalent. Comprehensive ability to use grammar, spelling, and punctuation, fractions, decimals, and commercial arithmetic is required. The position requires limited knowledge of some technical procedures or work activity. Some knowledge of School District practices or basic policies may be necessary.

**CERTIFICATION AND LICENSING:**

Paraprofessional Endorsement and/or equivalency.

**Application Procedures and Timelines:**

**Closing date:** **October 17, 2023**, the District retains the option of accepting applications until the position is filled.

**Start Date:** **October 24, 2023** or sooner if applicant is available.

**Application materials:**

1. Submit application to Susie Combs, Secretary: [combss@grantesd.k12.or.us](mailto:combss@grantesd.k12.or.us)
2. Submit via US mail: Classified application, cover letter, resume, two letters of recommendation. Application is located at <https://www.pcsd4.com/documents/employment/applications/213971>

*Incomplete applications will not be considered*

***Applicants considered for this position will be contacted***

**Contact:**

Susie Combs  
Administrative Assistant  
P.O. Box 345  
Prairie City, Oregon 97869  
1-844-820-3314

*The statements herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work and physical requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work or otherwise to balance the workload.*

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